

## **Equal Opportunity Database** **Quarterly Narrative Statistical Report**

The following information listed below is what you the Equal Opportunity Advisor should be inputting into the database IAW AR 600-20 para 6-16 to meet your requirements for the Quarterly Narrative Statistical Report. The QNSR gives Commanders a perspective on the state of equal opportunity of his/her unit. It also allows Commanders to monitor the Equal Opportunity Climate of his/her subordinate commands, and is also a quarterly assessment of the EO climate which is to be submitted to your higher headquarters (via Database) to HQDA NLT 30 days following the end of each quarter. You should become familiar with the database because it is the centralized method of reporting your QNSR requirement to DA. You should be briefing your Commander on a quarterly basis on your QNSR submission prior to inputting into the Database. Once your briefing is completed and your quarterly input is done within the database, your requirement is completed for the quarterly QNSR submission.

Data from the field needing to be submitted utilizing the EO Database:

1. Complaint Information (Quarterly Complaint Report, Monthly Complaint Report)
2. Command Profile (Profile of your 1SG's, CO'S, XO'S, S3 at Company, Battalion and BDE level)
3. Population Report (send your demographics of your Command, Army strength by GRADE and REDCAT via e-mail to your MACOMS, MACOMS will forward total population to DA)
4. Major Subordinate Command Data (insure your Hierarchy is built to meet your reporting structure)
5. Equal Opportunity Advisor Listing (listing of EOA's in command)
6. Quarterly Equal Opportunity Report (Monthly Reports that reflect SAV's/CIP'S, ethnic observances etc, Training Assessment Reports that reflect level and hours of training, leaders attended etc.)
7. Unit Assessment Report (overall assessment of command)

The following dates is when data should be received to HQDA via Database by the MACOMS. Your MACOMS may select a date for when your data is required to them.

- 1<sup>st</sup> Quarter - 31 January
- 2<sup>nd</sup> Quarter - 30 April
- 3<sup>rd</sup> Quarter - 31 July
- 4<sup>th</sup> Quarter - 30 October

POC for the Equal Opportunity Database is SFC Sylvia J. Contreras at 703-697-6961, E-mail [Sylvia.Contreras@hqda.army.mil](mailto:Sylvia.Contreras@hqda.army.mil)